



01 November 2023

Dear Parents/Carers

EYFS Parent Meetings - Opals

We are writing to invite you to our EYFS parents meeting on **Friday 24 November, 8.45am-5pm.**

You will have an opportunity to book an appointment with your child's class teacher. During this appointment there will be an opportunity for you to discuss your child's learning and how you can support them with this at home. Each appointment will be assigned a 10-minute slot. We ask that parents support us in keeping to these times to ensure the evening runs smoothly and to time for all families. Should you feel further time is needed then your child's class teacher will happily book in another time to meet with you.

In order to make an appointment please complete the proforma below and return to your child's class teacher by Friday 10 November 2023. We would be very grateful if you could give teachers a "window time, of at least one hour", e.g. 3.30pm– 4.30 pm, 4.00pm – 5.00 pm, in which to give you an appointment. Staff will notify you of your appointment time by Friday 18 November.

Regular communication with you and the class teacher, we feel, is a great way to keep lines of communication open and hopefully address any issues at an early stage. We would always encourage parents to be in contact with us as soon as you have any concerns and not wait until there is a parent evening before you feel you can meet with staff.

As always, we are very appreciative of any feedback so that we can ensure that we develop this valuable opportunity to be as effective as it possibly can be.

Best wishes

Rebecca Wood
Head of School

EYFS Parent Meeting

Child's Name _____

Class: Opals

I would like an appointment on Friday 24 November between ____ and ____.

Staff will try to meet your preference wherever possible.

Please return this proforma to your child's class teacher by Friday 10 November